



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills and competencies of MCG employees.

September 2018 Training Opportunities – Space Available

Join OHR for these professional development training courses.

Course Title	Audience	Date	Time	Location
ERS Applying for Retirement A, E, F, G, H, J – Class 2018-09-05 Retire on 11/01/18	All Employees	September 5	9:30 – 11 a.m.	Rockville Memorial Library (2nd Floor)
Health Insurance Applying to Retire Class on 2018-09-05 Retire on 11/01/18	All Employees	September 5	11 a.m. – 12:30 p.m.	Rockville Memorial Library (2nd Floor)
Implicit Bias Training Class 2018-09-05	All Employees	September 5	10 a.m. – 3 p.m.	Training Center
FMLA and Me Class 2018-09-05	All Employees	September 6	9:30 – 11:30 a.m.	Training Center
Ethics Training for Public Financial Disclosure Filers Class 2018-09-11	Mandatory for Public Financial Disclosure Filers	September 11	11 a.m. – Noon	Training Center
Emergency Preparedness Class 2018-09-12	All Employees	September 12	9 – 11 a.m.	EOB
FMLA Overview for Management Class 2018-09-18	Managers and Supervisors	September 18	9:30 a.m. – 12:30 p.m.	Training Center
EEO and Diversity Management Class 2018-09-19	Mandatory for Managers and Supervisors	September 19	9 a.m. – Noon	Training Center
MLS Explores: Managers Leadership Book Club Class 2018-09-21 <i>Note: This course is part of the MLS LEADS program.</i>	Exec. Branch MLS, Public Safety Managers and Question A Appointees	September 21	12 – 1:30 p.m.	Rockville Memorial Library (1 st Floor)
ERS Retirement Planning- ERS Groups A, E, F, G, H, J Class 2018-09-26	All Employees	September 26	9:30 – 11:00 a.m.	Rockville Memorial Library (1 st Floor)
Health Insurance Planning for Retirement Class 2018-09-26	All Employees	September 26	11 a.m. – 12:30 p.m.	Rockville Memorial Library (1 st Floor)
MLS Learns - Dept. Roundtable Briefing- Dept. of Finance and OMB Class 2018-09-26 <i>Note: This course is part of the MLS LEADS program.</i>	Exec. Branch MLS, Public Safety Managers and Question A Appointees	September 26	9 – 11:30 a.m.	VisArts at Rockville Town Center
Intro to Managing in a Union Setting Class 2018-09-27	Mandatory for Managers and Supervisors	September 27	9 a.m. – Noon	Training Center

Preventing Workplace Harassment 2018-09-13	Mandatory for All Employees	September 27	9 a.m. – Noon	EOB
Substance Abuse CDL- DOT Supervisor Class 2018-09-27	Mandatory for DOT Managers and Supervisors	September 27	8:30 – 11:30 a.m.	Fleet EMTOC Training Room

FY19 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.

Locations

- Executive Office Building (EOB), Lobby Level Auditorium, 101 Monroe Street, Rockville, MD 20850
- Fleet EMTOC Training Room, 16700 Crabbs Branch Way, Derwood, MD 20855
- Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850
- Training and Organizational Development Center, Room 102, 255 Rockville Pike, Rockville, MD 20850
- VisArts at Rockville Town Center, 155 Gibbs Street, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions: [Enroll in a Class](#)